

HOMEOWNER GUIDELINES PLUMBING PERMITS

Getting started on your plumbing permit process.

Plumbing can be difficult. Public Health – Seattle & King County recommends you hire a professional plumber. If you choose to do your own plumbing, please adhere closely to the following instructions.

When is a permit required?

Whenever you are going to install, relocate or change a plumbing system, Seattle and King County plumbing codes require that you obtain a permit. Public Health – Seattle & King County has jurisdiction in Seattle, unincorporated King County and the incorporated cities of Beaux Arts, Clyde Hill, Hunts Point, Medina, Tukwila and Yarrow Point.

For homeowners only.

The permit issued to a homeowner is an authorization for the homeowner to do the plumbing work or to receive assistance from a friend, neighbor, relative or other person when none of the individuals doing such plumbing hold themselves out as engaged in the trade or business of plumbing. (See RCW 18.106.150) If you are being authorized by the property owner to apply for the plumbing permit, you must present a written, dated and signed statement by the property owner identifying you as the property owner's agent for this purpose. Please be prepared to show picture identification at the time of application. If a professional plumber is contracted with, that professional must apply for a contractor's plumbing permit.

Why are permits necessary?

Plumbing systems carry drinking water and wastewater. If the wastewater mixes with the drinking water, there is a chance people using that system could get sick. A plumbing system built according to the plumbing code is a safe system.

How the plumbing inspectors can help the homeowner.

Important: *The following is a service provided to homeowners free of charge.*

You have the option to submit an industry standard drawing (isometric or elevation) of the plumbing system you want to install in your home. This drawing should include:

- the type of material (copper, ABS, etc.) to be used;
- the size of each section of piping;
- the type of each fitting to be used in the waste and vent system; and
- the sizing of each section of piping for both the hot and the cold distribution lines.

Additional handouts are available on our website or at the counter. These will provide further guidance in designing your plumbing system.

You may contact your plumbing inspector between 7:30 AM and 8:30 AM for a brief consultation about your project. The inspector will discuss the options available to you, such as faxing the drawing to the inspector or scheduling an appointment to meet the inspector at the office. To contact your plumbing inspector, in Seattle call (206) 684-8417, and in unincorporated King County call (206) 296-4928. Remember, the plumbing inspectors can only be reached between 7:30 AM and 8:30 AM.

If you choose to do your own plumbing installation as outlined in this guideline, it is your responsibility to design your system. The plumbing inspectors are not authorized to design the system for you. They can provide information regarding application of the plumbing code or assist you in understanding the department handouts available to you. If you need assistance designing your plumbing system, we recommend that you contact a professional plumber.

Buy your permit.

In order to get the permit, you will need to know the parcel number (tax ID number). This number can be found on your tax records, your building permit, or you may obtain it by calling the King County Assessor's Office at (206) 296-7300. Their office is located in Room 700A of the King County Administration Building, 500 4th Avenue, Seattle, WA 98104.

Permit fees.

<u>No. of Fixtures</u>	<u>Total Price</u>
1	\$95.00
each additional	\$10.00

(a fixture is a sink, toilet, bathtub, etc.)

Permit expiration.

Your plumbing permit will expire one year from the date on which you purchased it. You have the option to renew the permit for \$50.00 or ½ of the original permit fee, whichever is less.

Installation and inspections.

The permit must be purchased and posted at your job site before you start installing the plumbing system. **Note:** All work must be approved by the plumbing inspector before you cover it up.

List of steps.

Step 1. The “pre-glue” inspection (optional). Install the drain waste and vent system but do not glue the pipes and fittings. Call the inspection request line and make a “pre-glue” inspection request. The inspector will need to see the whole system. If the inspector finds the installation to be code compliant, you can then glue the system together. If there are corrections identified by the inspector, the corrections must be made prior to scheduling further inspections.

Step 2. Test the plumbing system for leaks. Test the drain, waste and vent systems and the water distribution system. The inspector neither performs nor provides the means for conducting the test of the plumbing system.

To test the drain, waste and vent system, make sure that all pipes and fittings are properly glued. Plug all openings tightly and look the system over carefully to make sure all is ready for the test.

Fill the system with water to the roof (or at least 10-feet high for a groundwork) and check the entire system for leaks.

To test the water distribution system, make sure the system is completed and ready to hold pressure. Connect the system to the water source of the building so that the system will be tested with the water pressure that will exist in the system under normal operating conditions. Check the entire system for leaks.

The drain, waste and vent system and the water distribution system must be under test and not showing any sign of leakage at the time of inspection.

Step 3. The “groundwork” inspection. Plumbing systems installed below ground, such as under a concrete floor that needs to be poured before continuing construction, must be tested and inspected prior to cover. Call the inspection line to request a groundwork inspection. Do not cover any of the pipes before the inspector approves the work. The “pre-glue” step may be used at this phase of construction.

Step 4. The “rough-in” inspection. This will be an inspection of the entire plumbing system that will be concealed within the construction of the walls, floors or ceilings. Call the inspection request line to request a rough-in inspection. Again, the inspector needs to see all of the system, so do not cover any part of the system prior to inspection.

Note: This inspection must be completed and approved prior to contacting the building inspector for your framing inspection.

Step 5. The “final” inspection. When the fixtures are installed and operational, you must call the inspection request line and request a final inspection. Although the system will be operational, remember that the system is not approved for normal use until final approval.

Note: This inspection must be completed and approved prior to contacting the building inspector for your final building/occupancy inspection.

If you have any questions, please contact your plumbing inspector between 7:30 AM and 8:30 AM. In **Seattle**, call (206) 684-8417. In **unincorporated King County**, call 206-296-4932.

Requesting an inspection.

Phone the inspection request line for the area your project is located. Only inspections called in before 3:00 PM will be placed on the next working days inspection list. “Next day” inspections cannot be guaranteed and specific appointment times cannot be made due to large inspection workloads and geographical areas, but a sincere effort will be made to serve you quickly. When phoning the inspection request line, be sure to leave the following information in your inspection request:

- Your name
- The plumbing permit number
- The address of the project
- The type of inspection being requested
- Any additional information the inspector may need to find your job site

The inspection request line phone numbers are:

- Inspection requests inside Seattle, (206) 233-2621
- Inspection requests outside Seattle, (206) 296-4928.

Plumbing offices in Seattle and King County

Seattle

Department of Planning and Development (DPD)
Seattle Municipal Tower, 20th & 21st Floors
700 Fifth Avenue, Seattle, WA
(206) 684-5198

Plumbing inspectors are available at the counter on the 21st floor from 7:30 AM to 8:30 AM Monday through Friday to review drawings and answer questions. No appointment is necessary during that period, but service will be done on a first come, first serve basis.

- Inspection request line (within Seattle only): (206) 233-2621
- Permit hours are 8:00 AM to 4:00 PM, on Monday, Wednesday and Friday, and 10:30 AM to 4:00 PM on Tuesday and Thursday. The permit counter is located on the 20th floor.
- For code questions, call (206) 684-8417 between 7:30 AM and 8:30 AM and ask for the plumbing inspector in your area.

Eastgate Environmental Health

14350 SE Eastgate Way
Bellevue, WA
(206) 296-4932

Plumbing inspectors are available at the counter from 8:00 AM to 8:30 AM on Monday, Tuesday, Wednesday and Friday to review drawings and answer questions. No appointment is necessary during that period, but service will be done on a first come, first serve basis. Doors do not open prior to 8:00 AM

- Inspection request line (outside Seattle only): (206) 296-4928
- Permit hours are 8:00 AM to 4:00 PM, on Monday, Tuesday, Wednesday and Friday, and 10:30 AM to 4:00 PM on Thursday.
- For code questions, call (206) 296-4932 between 7:30 AM and 8:30 AM and ask for the plumbing inspector in your area.